



Before and After School
Play Worker
Job Description & Person
Specification

Job Description for Before and After School Club Manager

Grade: Emmaus Catholic MAC Pay Scales
Grade 3 (SCP 3-4)
£18,887 - £19,265 per annum FTE (term time only pro-rata)

Line Manager: School Business Manager / Principal

GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES

The main purpose of the role is to be responsible for:

Delivering Before and After-School Provision

- Setting up indoor and outdoor spaces
- Providing fun stimulating activities indoors and outdoors
- Preparing snacks
- Provide a fun, safe and stimulating environment for the children in your care aged 4-11 years
- Helping the children learn through play, offering the opportunity to grow and become independent and most importantly making sure they are having fun!

You must be:

- Confident, friendly, approachable and a people person that is able to think on their feet
- A strong multitasker with the ability to manage time efficiently
- Be able to put our policies and procedures in to working practice
- Able to use technology efficiently

To undertake any professional duties reasonably delegated to the postholder by the Principal.

It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

The postholder must at all times carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.

You will need to be: You will need to be someone who is passionate about all aspects of childcare and education, and able to bring new ideas to the role. You will need to have a caring and dynamic approach, as well as, an ability to lead and motivate a range of staff.

Qualifications and other required skills	Essential	Desirable
Excellent communication skills	✓	
Recent experience of working with children age 4-11	✓	
Good organisational skills	✓	
Good knowledge and understanding of equal opportunities and special educational needs	✓	
Relevant supervisory/management experience	✓	
First Aid qualification		✓
Food Hygiene Qualification		✓
Experience of administration systems		✓
Competent in using computer systems including email and Microsoft Office		✓